

**APPLICATION TO PURCHASE  
STATE OF ILLINOIS SURPLUS PROPERTY**

Date: \_\_\_\_\_

Account Number: \_\_\_\_\_  
OFFICIAL USE FOR CMS ASSIGNMENT

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

**FORM OF AGENCY**

\_\_\_\_\_ LOCAL GOVERNMENT

\_\_\_\_\_ SCHOOL DISTRICT

\_\_\_\_\_ NOT-for-PROFIT EDUCATIONAL, CHARITABLE and PUBLIC HEALTH ORGANIZATIONS

*(Examples of such organizations include but are not limited to: Medical Institutions, Clinics, Hospitals, Health Centers, Schools, Colleges, Universities, Child Care Centers, Museums, Nursing Homes, Programs for the Elderly, Food Banks, State Sheltered Use Workshops, & Boy & Girl Scout of America.)*

**ALL NOT-for-PROFIT ORGANIZATIONS MUST PROVIDE THE FOLLOWING DOCUMENTATION:**

- Narrative of Program
- Articles of Incorporation as not-for-profit corporation. If not incorporated, please explain.
- Illinois State tax exemption or Fed 501 (c) ruling, if applicable.
- Any required licensing or accreditation.

**Persons authorized to acquire State Surplus:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE SIGN BELOW AND HAVE NOTARIZED**

*The organization, school district or unit of local government is qualified to receive surplus State Property. All State Property will be used for programmatic purposes. I understand property purchased may not be sold, traded in, or otherwise disposed of without permission from the Director of the Department of Central Management Services.*

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

State of Illinois

County of \_\_\_\_\_

*Please place Notary Impression Stamp here.*

I, \_\_\_\_\_, a Notary Public for the County noted above, state that \_\_\_\_\_  
appeared before me and being duly sworn stated that he/she executed the document above and that the information  
above is correct.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

**PLEASE RETURN TO:**

Illinois Department of Central Management Services  
State Surplus Property Control  
Bureau of Property Management  
1923 South 11<sup>th</sup> Street, Springfield, IL 62703

*Note: All items shall be paid for by a check drawn on the  
purchasing organization prior to the items leaving the  
warehouse.*

**NO CASH OR PERSONAL CHECKS  
WILL BE ACCEPTED.**